

# AMENDMENT INSTRUCTIONS

## AMENDMENT CHANGES

1. Changes to any specification section will result in the entire section being reissued, with the amendment changes shown underlined and the amendment number (i.e. [AM#2]) inserted immediately to the left of the change.
2. Each reissued section or new section will bear the following notation in the header, on every page:  
  
“ACCOMPANYING AMENDMENT NO. 000\_ TO SOLICITATION NO. DACA63-97-B-00\_\_.”
3. Since the Header above is put on the Section when it is printed (using JOBS / PRINT command), there is no indication in Specsintact that a section has been amended when you first pull it up in the Editor. Therefore, at the top of the Section, beneath the Section Number and Title and the Date, insert “AMENDMENT NO. 000\_”, inserting the amendment number in the blank. If this a second, third, etc. amendment for this section, insert the new amendment number. Insert “AMENDMENT NO. 000\_” as follows:
  - A. Place the cursor on the correct line.
  - B. Insert DATE tags (The Date tags are used to center the phrase): (Insert / Tags / Find Date in the NAME listing / OK.
  - C. Type in “AMENDMENT NO. 000\_” between the <DTE></DTE> tags.
4. New sections will be reissued with the amendment header above only.
5. Changes within a paragraph: The paragraph will be rewritten to the corrected version, with the changed phrases or sentences underlined.
6. Deletions:
  - (1) Paragraphs deleted by the amendment are indicated by the word “DELETED” next to the paragraph number. The previous paragraph text will be gone.
  - (2) Deleted lines, such as a deleted reference publication: The publication will be deleted from the REFERENCE paragraph but the space on the page where the publication was will be replaced by blank underline.
  - (3) Deleted sentences are replaced by a blank underline with a period at the end ( \_\_\_\_\_).
  - (4) Deleted words or phrases: Where only a word(s) or a phrase is deleted and not replaced by other words, replace the word or phrase with a blank underline (e.g. “and \_\_\_\_ required”).
7. Immediately to the left of all changes insert the Amendment Number in brackets (e.g. [AM#1], [AM#3]).

Examples: 3.2 [AM#1] DELETED

[AM#1] \_\_\_\_\_.

and [AM#1] \_\_\_\_ required

“Reinforcement shall be [AM#1] free from loose dust and scale.”

8. Changes within a revised section can be located by reviewing the entire section or by searching for the “#” sign. On the Acrobat Reader screen, click on the binocular icon, type “#” in the FIND WHAT space, then click on the FIND button.
9. Drawings: Any changes to a drawing sheet will result in the sheet being reissued. Changes will be marked by delta (•) symbols, enclosing the amendment number or letter inside. See the Fort Worth District’s SWD-AEIM Manual for additional requirements.